

The following documents are required to be in your GoArmyEd eFile prior to TA approval:

1. Individualized degree plan (student agreement) : PERSONALIZED degree plan from your home college showing your name, all classes required for your degree program, credit for military, etc. A generic degree plan or photocopy of your college's catalog page is **UNACCEPTABLE**.
2. Cost Verification Sheet: All Soldiers requesting Non-LOI TA are required to provide documentation of the cost of tuition and fees before TA can be approved. A screenshot for your online account with the school, or an itemized receipt or current invoice from the school can be used. Generic catalog pages and "balance due statements are **UNACCEPTABLE** documents. The total course info and cost must match.
3. Class Schedule: This must show the start and end dates of your classes and must match the dates on your TA request.
4. Statement of Understanding: This is an annual requirement and can be downloaded from the GoArmyEd website. You and your commander must both sign (if you are E7 and above you can sign for both).

To upload these documents into your efile....from your homepage click on "My Education Record"....here is all your personal info. Take a look at the tabs to gain an understanding at what info is accessible. Your eFile tab there is where you upload any documents needed for your application. Just scroll down and type in the description and upload as you would any other website.